

*Summary of OPI Activities  
Style Sheet*

The most important consideration for style decisions in any publication is consistency. Following the guidelines in this document will provide the Summary of OPI Activities with a professional appearance and make it easy to understand.

Use a down style for the subject of your submission. This means the use of fewer capitals.

*Up Style:* More States Defying Federal Government on Education Law

*Down Style:* More states defying federal government on education law

The subject line is limited to a certain number of characters, and therefore lengthier subjects may get cut off and not display properly. You can alleviate this problem by abbreviating some words (MT instead of Montana) and keeping it a brief description instead of including every single detail.

Type your content directly into the “Message” field. Do not copy and paste from any other application. Copying from Word or any other application in this particular field drags unwanted code with it.

Reduce wordiness as much as possible. Readers understand active voice more readily than passive voice.

Use the text editing tools included with the Message field to format (bolding, italics, underline, indents, bullets, etc.) your text after you have typed all the copy in the field.

Use italics, not bold or underline, for emphasis only as an occasional addition to good sentence structure. Never italicize a whole sentence or passage. All caps and underline are never appropriate. Use exclamation points sparingly.

Capitalize the first word of each bulleted or numbered item unless it is a simple list of items. Use ending periods when items are complete sentences, paragraphs, or include internal punctuation; otherwise, do not use ending punctuation. If one entry in a list requires a period, they should all have periods.

Avoid use of acronyms unless there are space restrictions or the acronym is clearly explained elsewhere. Identify the acronym after the first reference. Avoid using an acronym at the start of a sentence. Use acronyms sparingly.

Spell out the numerals 1 to 10 except when referencing previous examples. Spell out a number if it is the first word in a sentence. Spell out percent and first, second, etc. unless it is part of a date. Do not use the superscript 1<sup>st</sup>. Use commas for numbers larger than 999, except if it is a date. Do not use “:00” when referencing time at the top of the hour, such as 9 a.m.; not 9:00 a.m.

Check your submission for broken links, spelling and grammar errors, double spaces, double periods, and spaces before the period, and unusually large gaps between paragraphs.